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ABSTRACT

This annotated bibliography covers the following types of materials of use to teachers of English for Special Purposes: (1) books, monographs, reports, and conference papers; (2) periodical articles and essays in collections; (3) theses and dissertations; (4) bibliographies; (5) dictionaries; and (6) textbooks in series by publisher. Section (1) is subdivided by area of study, and covers economics, trade, and commerce; medicine; physical sciences and mathematics; technology; vocational education; and miscellaneous topics. (JB)

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Ontario Ministry of Culture and Recreation

Annotated Bibliography of English for Special Purposes

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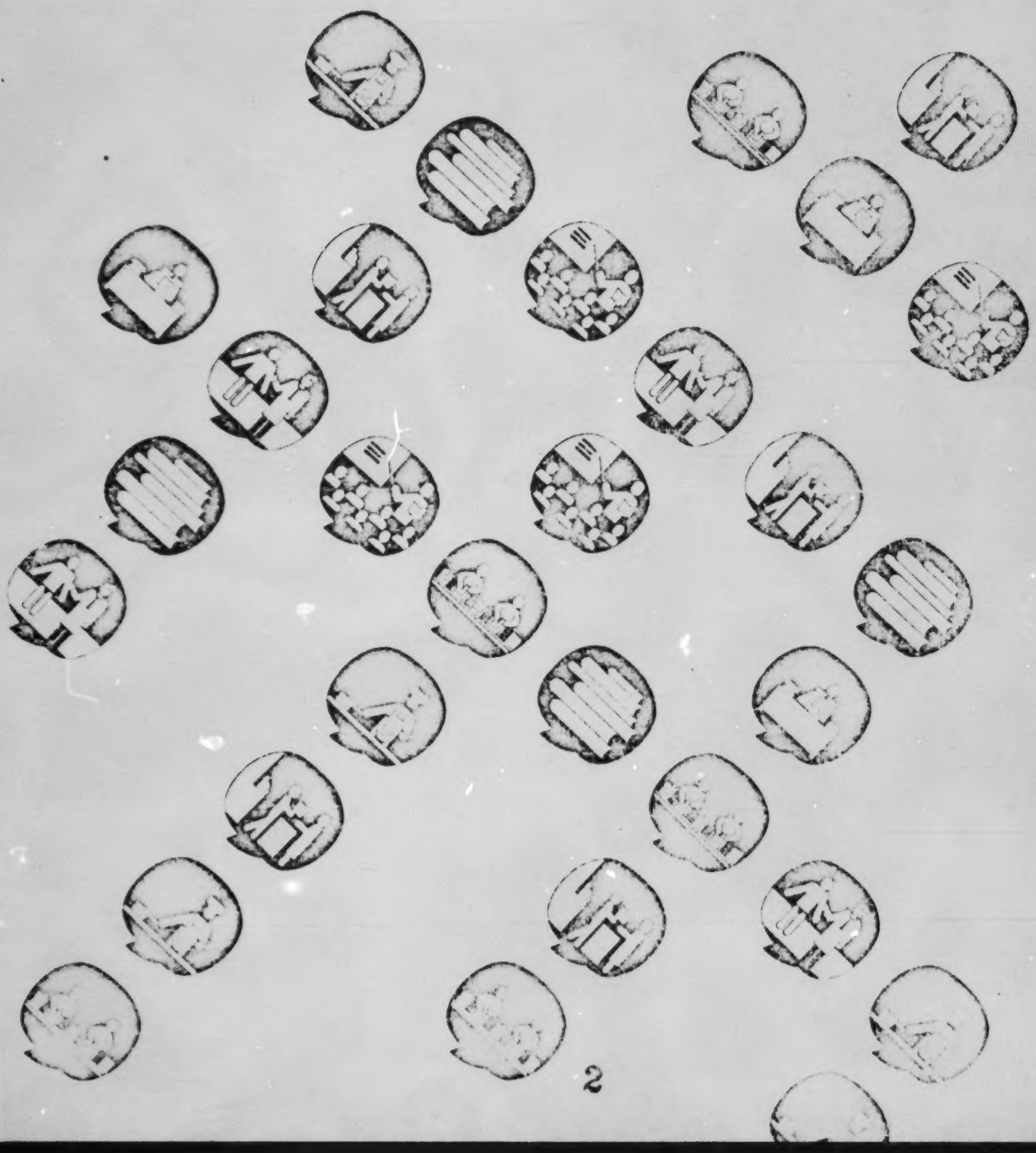

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Books and monographs in section "A" have been annotated whenever possible. The remaining items are given translations or brief descriptions when the title is not self-explanatory.

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A. BOOKS, MONOGRAPHS, REPORTS & CONFERENCE PAPERS

1. Economics, Trade & Commerce

1.1 General

*Abrams, Sharon and Dr. Hugh Wales. Special English for Business. London: Collier Macmillan, 1976.

For management-oriented businessman. (American English). Terminology is presented in a simple concise text. Dialogues on business theory and practice are included for oral work.

Accounting in English: Programmed Units. London: Oxford University Press; English Language Unit, 1972.

Programmed self-instruction course. Expository reading passages on various accounting topics are followed by completion exercises. Sample documents are also included.

Allen, Bryan. English for the Commerce Student. London: Evans, 1974.

Preparation for London Chamber of Commerce examinations and others. Includes a glossary of commercial terms.

Andersen, K.G. and P. Bay. Commercial Reading. Copenhagen: Gylendal, 1966.

Texts on trade and industry, transport, finance, insurance and advertising are accompanied by word-lists with phonetic transcription and translation equivalents.

Assenat, J. et al. Exercises d'Anglais Commercial: Premier Degre. Paris: Dunod, 1965. (Fifth ed.)

Commercial texts are accompanied by related composition topics, questions, translation practice and vocabulary lists.

Balsamo, R. and D.A. Cree. Modern English in our Commercial Schools. Turin: Petrini, 1971.

An outline study of commerce with key items italicized and defined in brackets and with translation questions and tables, is followed by a section on commercial correspondence in which verbal phrases and samples of phraseology are arranged on a situational basis and given Italian equivalents. Later sections concentrate

Bartnicki, S.P. and B.E. Pawlowska. English in Business. Warsaw: Panstwowe Zaklady Wydawnictwo Szkolnych, 1971.

Expository passages are accompanied by dialogues on the same theme, correspondence samples and language practice exercises, composition practice and conversation pattern practice. There are lexical annotations in the text, a glossary of phrases and a word-list with phonetic transcription and Polish equivalents.

Baschiera, K. The Teaching of Modern Languages in Secondary Vocational and Commercial Schools. London: George G. Harrap & Co., 1970 (for Council of Europe: CCC).

Beesley, A.R. The Big Deal. Munich: Hueber, 1973.

Problem-solving and task-performing activities are centred on the dramatized story of a sales trip. A text in the form of a personal sales report is contained in the handbook along with teaching suggestions and a glossary. Tapes and realia kit (situational dramatization props) are included.

Beesley, A.R. English for your Business Career. (2 books) London: Collier Macmillan, 1972.

Suitable for use in commercial schools, industrial training and adult education courses. Starts at beginner level.

Beesley, A.R. A Push in the Right Direction. London: Collier MacMillan, 1969.

Readings on commerce topics.

Beesley, A.R. Trading Post. London: Collier MacMillan, 1972.

Reading passages form a continuous story of the opening of a shop to sell Nigerian goods in London. These are accompanied by grammar and vocabulary notes and exercises. There is a key to the exercises.

Binham, P. Executive English. London: Longman Group, 1975. (orig. published in 3 books)

Readings and dialogues in subjects of commercial interest followed by oral and written exercises. Accompanying tapes available.

Bond, L.C. and E. Cavali. Business Today. Turin: Marietti, 1972.

Expository account of British Commerce is accompanied by studies & exercises on the business letter. There is an English-Italian vocabulary list and an appendix of abbreviations.

Bond, L.C. and E. Cavali. Business Trip. Munich: Hueber, 1973.

Tapes relate the story of a business trip and direct task-performance and problem-solving activities. A realia kit is provided for these activities. A summary of the taped story is given in letter form in the handbook. The handbook also contains teaching suggestions and a glossary.

Business Management (English for Professionals series). Prepared by English Language Staff (ICS/CE) Information Centre Service, U.S. Information Agency, Washington, D.C.; N/D.

Advanced level readings largely reprinted from professional Journals.

Charon, J. et al. Anglais Commercial. Paris: Larousse, 1971.

Diagramatic representations of various business topics are accompanied by answered key questions, translation and composition exercises and a section on business correspondence. There are a variety of illustrations, reproduced documents and maps. There is a glossary of business terms with French equivalents. A separate key to the exercises is also available.

Clarke, M.J. English Studies Series 1: History, Sociology, Politics, Economics and Law. London: Oxford University Press, 1964.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes on grammar and vocabulary, along with comprehension exercises and tests.

Conrad, L. Let's Talk Business. Book 1. London: Geoffrey Chapman, 1973.

Dialogues set in a variety of business and industrial situations are accompanied by glossaries of new terms and by grammar, writing and discussion exercises. There is a sample lesson plan for the teacher and a glossary of terms. Illustrations include photographs and diagrams.

*Costinett, Sandra. American English for International Businessmen. Washington, D.C.: Institute of Modern Languages, Inc., 1967.

Situational dialogues and reading units. May be used for self-instruction. Twenty-four accompanying tapes.

Curin, J. et al. Let's Talk Business: 1-2: Methode Audio-Orale d'Anglais Commercial. Paris: Hatier, 1970.

This intermediate course is organized into units which include dialogues, comprehension questions, pronunciation exercises, structural manipulation exercises, topic-summarizing statements, texts from newspapers, advertising materials from the press, translation into French and English and model business letters with exercises on their content and sentence patterns.

De Baecques, S. et al. Changing Britain. Paris: Belin, 1972.

British economy and culture is examined through a story of a tour through various regions of the country. Each unit is accompanied by taped exercises on grammatical topics. The text of each unit typically consists of an expository overview, extracts from official or magazine sources, a textual commentary, translation exercises from French to English and grammatically-oriented sentence comparison exercises. There is a lexical index and a table of irregular verbs.

Delporte, D. Business English. Paris: Nathan, 1970.

Brief texts on various aspects of Business are accompanied by questions, grammatical drills and translation exercises. French is the teaching medium. There is a section on business correspondence and an anthology of reading texts.

De Schiffrin, R. et al. English in Business. London: Longmans, 1969. (2 vols.)

Expository reading tests are accompanied by exercises in phonetics and comprehension. Revision and testing materials are provided. The two books are intended for the final two years of commercial and secondary schools.

Drummond, G. English for International Business. Harrap, 1970.

This book presupposes a command of the basic structures and vocabulary of general English, concentrating on the style and phraseology of commercial communications. It contains telephone conversations and examples of business letters.

Eckersley, C., W. Kaufmann, A. Elliott. A Commercial Course for Foreign Students. London: Longman Group, 1964.

Two volumes intended to improve general English and English used in commercial practise. It contains several exercises on the language of Business.

Economic Growth and the Energy Question. (English for Professionals series). Prepared by English Language Staff (ICS/CE), Information Centre Service, U.S. Information Agency, Washington, D.C., N/D.

Advanced level readings largely reprinted from professional journals.

English for Business: The Bellcrest Story. London: Oxford University Press/B.B.C./British Council, 1973.

An episodic story about an imaginary Engineering firm. Accompanying each episode are sentence-completion drills, minute writing and letter-writing, conversation practice, active listening passages, role-playing exercises. Includes tape and teachers' handbook.

*English Language Services. Special English: Banking. (Washington, D.C.) London: Collier MacMillan, 1966.

The primary purpose of this series is to teach English. It is not a substitute for technical instruction. Intermediate dialogues and readings are followed by comprehension exercises. Tapes are available.

*English Language Services. Special English Series: International Trade. (Washington, D.C.) London: Collier MacMillan, 1966.

See description of English Language Services. Special English: Banking.

Firth, James. Special English: British Banking. London: Collier MacMillan, 1971.

This book is designed to improve the student's knowledge of English within the framework of a technical vocabulary that is of interest to him either privately or professionally. The book is not intended to teach the subject itself, although the technical content is accurate; nor is it intended to teach the introductory stages of English. Intermediate readings are followed by comprehension questions and exercises. Tapes are available.

Firth, James. Special English: British Banking Overseas. London: Collier MacMillan, 1973.

See Firth, James. Special English: British Banking.

Fisher, D. Commercial English Comprehension Passages. London: Longman Group, 1975.

This volume aims to develop in the intermediate E.S.L. student the capacity to comprehend and reproduce written commercial English.

Fontenilles, A. And Poussaro, M. Business in Contemporary Society. Paris: Hachette, 1972.

An anthology of unsimplified texts on business and related topics. The texts, drawn from treatises, popular works and the press are followed by notes and suggestions for class debates. There is a glossary of terms with French equivalents.

Gallais - Hamonno, J. The Language of Macro-economics. Paris: Dunod, 1971.

This anthology of economics texts is designed for 1st and 2nd year university students. Notes on idioms, technical and general vocabulary in English and comprehension questions accompany texts. Vocabulary items are indexed.

*Gay, Charles W., Robert B. Kaplan, and Ron D. Schoesler. Learning English Through Typewriting. Washington, D.C.: English Language Services, 1969.

The philosophy underlying this book is that writing things down will help students to remember them. While they are jotting down English sentence patterns, they are also acquiring the very useful skill of typewriting.

Gremigni, C. and A. Amato. A Short Course of Commerce. Turin: Cassanova, 1969.

Short paragraphs of information about business practice are accompanied by an English-Italian vocabulary. An expository section on business letters is accompanied by a discussion of points of grammar. Sample English and American business letters are followed by Italian letters for translation and composition exercises.

Guderjahn, W.P.K. Modern Business English. Bad Homburg: Gehlen, 1970.

Expository texts on business practice and procedure are followed by sample documents and letters and practical exercises. There are bilingual word-lists and a glossary.

Hawkey, R. Business English. Bankok: Secondary Education Department, Ministry of Education, 1972. (duplicated typescript)

Word-list items are incorporated in reading passages followed by comprehension exercises and vocabulary exercises using dialogues and substitution-tables.

Hoffmann, H.G. English fur Sie: Aufbaukurs Wirtschaft. Munich: Hueber, 1972.

Information themes on economics are presented through dialogue, letter, or expository prose. These are accompanied by comprehension exercises, vocabulary study and structural practice. There are also three testing units, lexical annotations and an index.

Holmberg, Nyqvist and Hermansson. Informative Reading 2. Stockholm: Laromedelsforlagen Sprakforlaget,

Advanced readings on technology and economics. Texts are presented with visuals, word-lists, phonetic transcriptions and glosses in English and Swedish. There are also a variety of exercises on content, project tasks for work groups and composition exer-

Howatt, Anthony, John Webb and Michael Knight. A Modern Course in Business English. London: Oxford University Press, 1967.

This course in four volumes includes reading texts and dialogues, programmed units on grammar and a language laboratory book. The course is designed for adults at the intermediate level.

Humbert, S. Practice in Commercial English. Paris: Dunod, 1970.

There are chapters on Typical Errors, Translating, Dictation, Typical Commercial and Specialized Phrases, Test Papers and Mock Examinations (as well as previous British Chamber of Commerce examination papers), American Accounting, British Organization, and definitions.

International Trade and Monetary Reform. (English for Professionals series). Prepared by English Language Staff (ICS/CE), Information Centre Service, U.S. Information Agency, Washington, D.C., N/D.

Advanced level readings largely reprinted from professional journals.

Jay, M. et al. Business in the Seventies. Paris: Belin, 1971.

An episodic narrative about a businessman is lexically annotated. Each episode is followed by grammar exercises, translation exercises, essay topics and correspondence models. Revision exercises, tables of irregular verbs and a glossary are included. Tapes accompany the text.

Jay, M. and S. De Baecque. Economic Surveys and Business News. Paris: Belin, 1969.

Short texts from economic newspapers and journals are followed by word-study sections with glosses in English and French, comprehension questions and translation work.

Jay, M. and S. De Baecque. Everyday Life. (Livre d'anglais commercial). Paris: Belin, 1968.

An intermediate course covering general topics and leading either to technical or commercial English. Covers basic areas of grammar and presents a heavy load of vocabulary pictorially and, later, in texts. The exercises are of the traditional type.

Kay, Martin and Robin Goodfellow. Special English: Marketing Petroleum Products. London: Collier Macmillan 1974.

See description of Frith, James. Special English: British Banking.

Knight, M. and B. Woolrich. English at Work. London: Longman Group, 1974.

This book,written for adults at the elementary and intermediate levels in E.S.L. presents grammar and vocabulary appropriate to precise situations and subjects. The content is that of the office and the business world.

*Leiderman, A.C. Conversational English: Trade. Moscow, Leningrad: Prasvieschenje (Publisher), 1966.

Situational readings and comprehension exercises for E.S.L. in the marketplace. Includes translation exercises (from Russian).

McArthur, Tom. A Rapid Course in English for Students of Economics. London: Oxford University Press, 1973.

This English language training for economics at post-secondary school level includes reading passages, exercises, and vocabulary list.

McIntosh, D. English for Business. Hong Kong: Book Marketing Ltd., 1975.

Mack, A. The Language of Business. London: B.B.C. Publications, 1970.

A serial story in dramatized form (on tapes) covers the whole range of operations of a small company. The story is followed by an extensive glossary of technical terms and sample letters. There is oral practice (on tapes) and two short exercises with a key to answers. There is an index of words and phrases and a description of the new British currency.

*Margolis, Sylvia. Special English: The Department Store. London: Collier MacMillan, 1971.

See description of Firth, James. Special English: British Banking.

Masson, W. et al. Nouveau Cours d'Anglais Commercial. Paris: Dunod, 1968.

Lessons dealing with specific correspondence situations are accompanied by letter models, vocabulary notes and grammar exercises. There are appendices of abbreviations and technical terms.

Meiners, C. and F. Prestifillipo. An Easy Way to Commercial English and Business Conversation. Florence: Valmartina, 1972.

The course is divided into four sections: Commercial Correspondence; Commercial Documents; Historical, Geographical and Technical readings; and Topics for Conversation. The first two sections contain terminology lists, models and exercises; the third and fourth present an anthology of texts with Italian equivalent terms italicized and bracketed. There are specimens of commercial documents and a dictionary of lexical terms (to and from English).

Naidoo, Pauline and Maryvonne Bolch. Special English: Office Practice 1. London: Collier MacMillan, 1971.

See description of Firth, James. Special English: British Banking.

Naidoo, Pauline and Maryvonne Bolch. Special English: Office practice 2. London: Collier MacMillan, 1973.

See description of Firth, James. Special English: British Banking.

O'Neill, R. Business News. London: Longmans, 1976.

Twenty-six articles are adapted from "The Financial Times". They are accompanied by comprehension exercises, guided discussion and structure practice.

Oppenheim, Peter K. The Language of International Finance in English Money and Banking. New York: Regents, 1976.

English for Careers series. Readings are accompanied by a glossary, exercises, and tests.

Orientation in Business English. Washington, D.C.: Institute of Modern Languages, 1972.

Situational English program designed to prepare the student for jobs which require a basic knowledge of English. It includes a teacher's guide and two workbooks.

Ouvrieu, R. and D. Hart. Business Life 1 and 2. Paris: Masson, 1970.

Volume 1, "Office life and office work".
Volume 2, "Buying, selling and paying".

Readings are accompanied by sections on phonetics, lexis and grammar for both reference and practice. Both volumes are indexed.

Ouvrieu, R. Economic and Social Introduction to Business. Paris: Masson, 1971.

Texts incorporate phonetic transcription and annotations in English and occasionally French. Texts are followed by comprehension questions and translation work.

Ouvrieu, R. Readings in Economics. Paris: Masson, 1971.

Brief extracts on economic history and theory are accompanied by contextualizing photographs, marginal phonetic annotations, comprehension questions, essay topics and translation exercises.

Packman, R. Business in Britain. London: Longman, 1968.

Expository texts are followed by detailed summaries and a short glossary of technical phrases and terms. Concerned more with expository content of text than vocabulary practice.

Pearson, Christopher. Getting Down to Business in English. London: Heineman Educational, 1976.

This course assumes virtually no previous mastery of English. Among the many situations covered are: travels, offices, telephoning, banks, restaurants, hotels, simple personal and business letters and buying and selling.

Picchi, F. Let's Talk of Commerce. Turin: Petrini, 1969.

Dialogues and descriptive texts are followed by a section on commercial correspondence. There are translation exercises and word-lists. The book ends with English-Italian, Italian-English word lists.

Ragazzini, G. and B.N. Sinha. Basic Commerce. Milan: Mondadori, 1971.

Part I: Expository texts are lexically annotated and accompanied by comprehension questions. Part II: Reading passages from English and American authors are annotated in Italian. Part III: Letter writing models are given for various types of business letter. These are followed by exercises. Part IV: This section consists of Italian business letters to be translated into English.

Ratcliffe-Chopin, J. The Business World. Paris: Langues et Affaires, 1967.

Expository texts are accompanied by vocabulary lists with phonetic transcriptions or French equivalents, collocations and notes and practice material on grammatical topics. There is a section on letter types which includes vocabulary work and translation practice. An appendix contrasts English and Anglo-American and there is a table of irregular verbs.

Reutten, Charles William. Developing Communication Skills with Electic Typewriter. 27 West Roosevelt, Phoenix, Arizona 85003: Charles William Reutten, 1970.

Exercises and practice drills aim to develop visual, listening, speaking and pronunciation ability.

Rivarono, O. and M. Deaglio. Commerce Theory and Practice. Turin: Paravia, 1966.

A descriptive survey of business organization is accompanied by vocabulary notes and summary questions. There is a listing and exemplification of verbs related to business topics together with passages for translation. There is a substantial section on commercial correspondence which includes specimens, lexical annotations and composition exercises. A glossary and index are provided.

Robinson, Philip. Special English: Import/Export. London: Collier MacMillan, 1976.

See description of: Firth, James. Special English: British Banking.

Scati, M. and N. Vivaldi. A Programmed Course of Business English. (Corso de Ingliese commerciale per le scuole medie superiori). Florence: Le Monnier, 1970.

Programmed information on aspects of business English is presented through vocabularies, short reading passages, comprehension tests and blank-filling exercises. Examples of business letters are followed by pattern drills and instructions for independent letter composition.

Smith, H. Business is Business I. Paris: Dunod, 1969.

Expository texts are accompanied by lexical annotations and followed by a glossary.

Swida, D. Learn to Read, Speak and Write on Politics and International Economic Relations. Warsaw: SGPis, 1971.

Reading passages are accompanied by lists of words, phrases and idioms; sentence construction exercises and class discussion topics.

Tongbai, C. English for General Business. Bankok: The Author, 1970.

This course is based on materials developed at the SEAMEO Regional English Language Centre. Units typically consist of contextualizing drawings, expository text, vocabulary lists and exercises. There is no index of glossary.

Urai, Bhundoombhoad. English Business Letter Writing Materials. Bankok: The Author, 1970.

Aimed at final-year students in vocational schools, this book concentrates on Letters of Inquiry, Orders and Job Applications. For each type, models are given and structural patterns are delimited and practised. There is an appendix of sentence-pattern examples and a vocabulary list with source and page-references.

Wolff, H.W. Let's Talk Business. Munich: Hueber, 1972.

Recorded dialogues on business practice and company organization are accompanied by listening exercises, repetition drills, and blank-filling exercises based on the dialogues. There are questions for oral and written answers, audio and dictation tests and a reading section. There are also German-English glossaries of business terms.

1. Economics, Trade & Commerce

1.2 Commercial Correspondence

Anderson, B. and M. North. (revisers). 100 Briefe Englisch fur Export und Import. (Revised ed.). Berlin: Langenscheidt, 1972.

One hundred model letters in English on various business topics are accompanied by marginal notes in German.

*Atkinson, P.S. and Helen Reynolds. Business Writing and Procedures. New York: American Book Co., 1970

Principles and examples of personal and of professional business letters, report writing, letters of application, and communications related to international trade.

*Bernstein, R. et al. English at your Fingertips. Washington, D.C.: English Language Services, 1975.

Workbook for teaching typing skills to E.S.L. students. Upper intermediate to advanced typing exercises focus on sentence elements, sentence construction, relative clauses, subordinate clauses and sentence connectives. There are also sections on personal and business letters, reports and research papers.

Bladen, W. and Rohrer, F. Five Steps in Business Correspondence. Zurich: Verlag des Schweizerischen Kaufmanischen Verenins, 1969.

A series of letters are set in the context of a complete business transaction. Model letters are accompanied by prescriptive and language practice footnotes. These are followed by content questions, translation practice and by a reading passage in the form of a dialogue or commentary. There are further exercises on language features. There is a series of appendices as aids to translation, including tables of abbreviations, irregular verbs and bilingual vocabularies.

*Davis, A.L., ed. Commercial Correspondence for Students of English as a Second Language. Washington, D.C.: Educational Services, 1954.

Classroom text, self-study text, and office handbook.

Eckersley, C.E. and W. Kaufmann. English Commercial Practice and Correspondence. London: Longmans, 1973.

This course in commercial correspondence and business organization is designed for students who have had two years of English language instruction. Accompanying exercises test both commercial terms and English.

Eckersley, C.E. and W. Kaufmann. English and American Business Letters. London: Longmans, 1970.

Layout and writing style of British and American business letters are compared. Examples and exercises are given for letters common to all types of business.

Freyd-Wadham, H. and T. Grossman (compilers). Englische Geschaftsbriefe: Anleitung zur Englischen Handelskorrespondez. Stuttgart: Grossman, 1972.

Information on the forms and conventions of English business letters under functional headings. There is also a section of English/German vocabulary notes.

Gordon, I.D. Basic Business Letters. London: Heinemann Educational, 1973.

Aimed at reading comprehension and the writing of simple English for beginners in English and for those who know some English but not the specialized forms and vocabulary needed for a business letter. Sections on various types of letter-writing situations are accompanied by sentence-pattern, substitution and blank-filling exercises. There are appendices on useful vocabulary and phrases as well as a special multilingual-pictoral vocabulary. There is also a section that provides a grammatical check for letters which do not follow exactly any of the models given in the book.

Harvard, J. Bilingual Guide to Business and Professional Correspondence, German-English. Oxford: Pergamon, 1973.

Paralell-text German/English information on the format of German and English business correspondence.

Kench, A.B. The Language of Business Letters. London: MacMillan, 1972.

Sample letters introducing key structures are studied, manipulated and used by the student in practice exercises. Notes and letter-writing projects are provided.

King, F.W. and D.A. Cree. Modern English Business Letters. London: Longmans, 1975.

Examples of various forms of business letters are explained. Exercises with emphasis on commercial content are included.

Knecht, P. and P. Piguet. Correspondence Commerciale Anglaise. Lausanne: Payot, 1969.

A manual and index with model letters arranged in short transactional series followed by short pattern practice and blank-filling exercises. A vocabulary and phrase list with French equivalents is included in an appendix.

Lenz, L. et al. Modern Business Letters. Wolfenbuttel: Heckners, 1967.

Consists of a functional classification of business letters with general comments, model examples, suggestions on content and phraseology. These are to be used in composition based on content summaries and a similar categorization of business transactions with exercises related to the situations described. A glossary of technical terms with phonetic transcriptions and German equivalents is separately published as a booklet.

Sachs, R. A Short Course in Commercial Correspondence. Munich: Hueber, 1968.

Sample letters are accompanied by exercises in lay-out and composition. There is an English-German vocabulary and a list of commercial terms and common abbreviations.

* Sheff, Donald A. Secretarial English. New York: Simon and Schuster Inc. (Regents), 1968.

Grammar exercises applied to secretarial practise. It is not specifically designed for E.S.L. but may be used with E.S.L. learners.

Spooner, M.D. and J.S. McKellen. Commercial Correspondence in English. London: Thomas Nelson, 1975.

Intermediate to advanced level course combines E.S.L. training with the study of commercial correspondence. Includes language practice exercises and points out differences between English and American usage.

Spooner, M.D. and J.S. McKellen. Practical Business Letters. London: Thomas Nelson, 1977.

Elementary level course teaches both E.S.L. and business letter writing. The structures and vocabulary have been kept as simple as possible. Exercises give practice in using and understanding commercial English - with greater emphasis placed on examples than on explanations.

Taylor, Marcia E. Orientation in Business English: Secretarial Series. Silver Spring, Md.: Institute of Modern Languages, 1972-73.
(3 texts, 3 workbooks, 1 teachers guide).

Elementary to advanced readings provide an introduction to American social and cultural situations as well as an orientation in American secretarial skills and activities. Readings are accompanied by comprehension questions, conversation practice, pronunciation practice and written reinforcement of material introduced in the text.

Wilms, M. O.K. for Mailing. Antwerp: Plantyn, 1971.

Model letters are accompanied by exercises based on re-writing model letters through using a repertoire of provided synonyms; terminology guides; and letter-writing exercises with content guidelines. A sound knowledge of English is presumed. There is a glossary of general and technical terms.

1. Economics, Trade & Commerce

1.3 Hotels and Catering

Albanese, F. and D. Plant. Hotel English. Milan: Mursia, 1971.

Dialogues set in various hotel and catering situations are footnoted with translation glosses and occasional phonetic transcriptions. There are structure exercises with incremental and transformational drills.

British Broadcasting Corporation. Grand Hotel - Good Morning! London: B.B.C. Publications, 1969.

Conversations geared to aspects of the hotel, catering and tourist trades. Phrases and terms peculiar to the register are italicized and annotated.

Bung, K. A European Unit/Credit System for Modern Language Learning by Adults: The Foreign Language Needs of Waiters and Hotel Staff. Council of Europe: Committee for Out-of-School Education and Cultural Development, 1973.

Cecile, C. Passport to Technical English: 2: Aviation and Space. Paris: Didier, 1970.

Dialogues with visuals are followed by vocabulary and comprehension exercises and replacement drills. Reading passages are preceeded by phonetic transcriptions of key items and followed by sections on idioms, grammar, and intonation.

Coles, M.C. and B.D. Lord. The Savoy English Course for the Catering Industry. London: Arnold (for Savoy Educational Trust), 1973.

Texts on various aspects of work within a large London hotel are followed by grammar summary and exercises. Substitution tables are used. There are examples of correspondence in the hotel trade and an appendix of irregular verbs.

Hall, Eugene J. The Language of Hotels in English. New York: Regents Publishing Co., 1976.

English for Careers series. Readings are accompanied by a glossary, exercises and tests.

Hall, Eugene J. The Language of Restaurants and Catering in English. New York: Regents Publishing Co., 1976.

English for Careers Series. Readings are accompanied by a glossary, exercises and tests.

Hall, Eugene J. The Language of Tourism in English. New York: Regents Publishing Co., 1976.

English for Careers Series. Readings are accompanied by a glossary, exercises and tests.

Ginsel, H. and Schille, H. At your Service. Stuttgart, Vienna: Braumuller, 1971.

Dialogues or expository texts are accompanied by word-lists and exercises.

Schille, H. Englisch fur das Gastgewerbe. Stuttgart, Vienna: Braumuller, 1972.

Dialogues and brief information texts dealing with hotel service situations are followed by comprehension tests and translation practice. There are models of menus and wine lists as well as an appendix on food, drink, measures and weights.

*Worsdall, Vivien. Special English Series: Hotel Personnel. (2 books) London: Collier MacMillan, 1971, 1972.

This book is designed to improve the students' knowledge of English within the framework of a technical vocabulary that is of interest to him either privately or professionally. The book is not intended to teach the subject itself, although the technical content is accurate; not is it intended to teach the introductory stages of English. Intermediate readings are followed by comprehension questions and exercises. Tapes are available.

*Worsdall, Vivien. Special English Series: Tourism 1 & 2. London: Collier MacMillan, 1974, 1977.

See description of Worsdall, Vivien. Special English Series: Hotel Personnel.

2. Medicine

Antonietti, G. et al. L'Anglais dans les Sciences Medicales. Paris: Colin, 1970.

An anthology of texts on medical history, and practice. A French-English glossary of phrases used in medical practice is included along with footnotes on usage and grammar.

Austin, D. and T. Crosfield. English in Hospital. Stockholm: Hermods, 1974.

Short texts are accompanied by exercises and drills. Elementary to intermediate level.

Austin, D. and T. Crosfield. English for Nurses. London: Longmans, 1976.

Short texts are followed by exercises and drills designed to improve oral communication and reading in English.

Bloom, Gretchen. The Language of Hospital Services in English. New York: Regents Publishing Co., 1976.

English for Careers Series. Readings are accompanied by a glossary, exercises, and tests.

Brasnett, C. English for Medical Students. London: Methuen Educational, 1976.

Dallas, Donald. Special English: Nursing, Book 1. London: Collier MacMillan, 1971.

Taped dialogues and reading texts are accompanied by exercises in oral and reading comprehension and replacement practice exercises. A glossary of technical terms and a key to exercises is included.

Davies, P.M. Medical Terminology in Hospital Practice: A Guide for all Those Engaged in Professions Allied to Medicine. London: Heinemann Medical, 1969.

A handbook arranged by topics giving definitions of medical terms and short descriptions of disorders. Each chapter has a bibliography. There are glossaries of prefixes and suffixes, lists of word components and of abbreviations. There is an index.

Education Council for Foreign Medical Graduates. Medical Examination Review Book. Flushing, New York: Medical Examination Publishing Company Incorporated, 1969.

Objective and multiple-choice examinations designed for review of all major specialized fields in medicine. Tests are provided with keys.

*English Language Services. Special English Series: Medicine. (Washington, D.C.) London: Collier MacMillan, 1966.

The primary purpose of this series is to teach English. It is not a substitute for technical instruction. Intermediate level dialogues and readings are followed by comprehension exercises. Tapes are available.

Holmstrom, I. Medical English. Stockholm: Laromedels-forlagen, 1969.

Horvatovic, R. Engelski za Medicinare Farmaceute u Stomatologie. Belgrade: Zavod za Izdavanje Udzbenika Socialisticke Republike Srbije, 1966.

Jagfeldt, Gotobed, Pierce. Nursing. Stockholm: Esselte, 1975.

Kupferschmidt, H.G. Englisch fur Mediziner. Leipzig: VEB Verlag Enzyklopadie, 1968.

Mackin, R. & A. Weinberger. El Ingles para Medicos y Estudiantes de Medicina. London: Longmans, 1962.

*Maclean, Joan. English in Focus: English in Basic Medical Science. London: Oxford University, 1975.

Readings, problems and exercises in E.S.L. for medical science.

Method, K. Practice in Medical English. London: Longman Group, 1975.

This book contains examples of writings encountered in medical texts, journals and special reviews, conferences, medical files, etc. Readings are accompanied by exercises in comprehension, writing and vocabulary.

Methold, Ken and Chuntana. Practice in Medical English. London: Longmans, 1974.

This book contains examples of the kinds of English prose style encountered in medical textbooks, journals, lectures, case histories, etc. Each text is accompanied by comprehension exercises, vocabulary, composition and suggested topics for discussion.

National Foundation for Educational Research in England and Wales. Problems of Overseas Students and Nurses. A Sen: NFER, 1970.

3. Physical Sciences and Mathematics

* Allen, J.P.B. and H.G. Widdowson. English in Focus: English in Physical Science. London: Oxford University Press, 1974.

Scientific readings, problems and exercises in E.S.L. for Physical Science.

American Men of Science and Invention. Washington, D.C.: United States Information Agency, English Teaching Division, N/D.

Biographical sketches are illustrated and accompanied by language-development exercises. A glossary and a key to exercises are also included.

Auerback, J., P. Watson and L. Young. The Language of Science: A Modular Approach. (Extracts from the Carleton University Science Curriculum - Venezuelan Project). Ottawa: Carleton University, Dept. of Linguistics, E.S.L. Section.

Balogun, T.A. English for Science. Paper given at the NESA Conference (Aiyetoro, Nigeria) , 1970. Mimeograph.

Bates, Martin and Donald Admanson. Biology. (Nucleus series) London: Longmans, in press.

Designed for students with a restricted or inappropriate knowledge of English who require the language skills to understand specialized texts. All the materials are based on a set of concepts and associated language items essential to the description of form, process and measurement.

Bates, Martin and Tony Dudley-Evans. General Science. London: Longmans, 1978.

First book published in the series entitled "Nucleus: English for Science and Technology". The book is designed to develop reading and listening comprehension in English for science students.

Blackie, D.J. English for Basic Mathematics. London: Thomas Nelson, 1978.

Designed to provide the foreign student of English with a knowledge of mathematical terms and confidence in using them. Covers arithmetic, fractions, ratio and proportion, elementary algebra and geometry. Graphs, logarithms and trigonometry are introduced.

Bolitho, A.R. and P.L. Sandler. Learn English for Science. London: Longmans, 1977.

This course includes two books of readings and exercises in science for students of English. The scientific content is clearly and fully explained to both student and teacher.

British Broadcasting Corporation. Scientifically Speaking. London: BBC Publications, 1971.

Includes conversations, diagrams and explanatory notes on several technological topic areas: plastics, stell, aircraft, nuclear power, oil, civil engineering, electronics, shipbuilding, computers, law, statistics, and telecommunications. Texts are accompanied by sections on word study and followed by a fifteen-page treatment of the structures of scientific English. Tapes are included.

British Broadcasting Corporation. The Scientist Speaks: The English of Science and Technology. London: B.B.C. Publications, 1967.

The texts are designed to accompany films of various science topics. The written material does not repeat the dialogue of the films. The first part concentrates upon vocabulary and phraseology while the second part deals with grammatical features of scientific English. There are exercises in both parts and a key to these.

Brookes, H.F. and H. Ross. English as a Foreign Language for Science Students. London: Heineman, 1967.

This course concentrates on the most relevant linguistic structures. Exercises are supplied at the end of each section.

Byrne, J.M. and A. Hautfenne. The English of Chemistry. Louvain: Institut des Langues Vivantes de l'Universite Catholique de Louvain, 1972.

Written texts, including articles, book reviews and advertisements for chemical journals are accompanied by tapes and vocabulary lists.

Calasso, M.G. et al. A Workbook in Technical English: Chemistry. Florence: Le Monnier, 1971.

Extracts from British and American textbooks and journals are accompanied by grammar exercises, question formulation exercises, translation work and vocabulary.

Castiglione, A.S. and A. Bartiromo. Brave New World. Naples: Loffredo, 1969. (2nd edition)

Readings in topics such as Engineering, Telecommunications, Electronics and Chemistry are accompanied by lexical annotations and followed by a glossary and a biographical survey of men of science. Intended originally for Italian technical students with a strong grasp of the essentials of English grammar.

Close, R. The English We Use for Science. London: Longman Group, 1974.

Scientific readings for intermediate E.S.L. students. Exercises in reading comprehension, and in oral and written practice.

*Croft, K. and B.W. Brown. Science Readings for Students of English as a Second Language: With Exercises for Vocabulary Development. Washington, D.C.: Educational Services, 1966.

Reading passages are accompanied by comprehension exercises and vocabulary extension exercises.

Crosby, Alf and Tony Yeadon. Scientific English Readers: Pollution. London: Collier MacMillan, 1973.

Intermediate level dialogues and readings are followed by a glossary of technical terms, comprehension questions and exercises. A key to the exercises is included.

Crouse, W.H. Understanding Science: A Technical Reader. Stockholm: Laromedelsforlagen, 1970.

Readings in physics and technology diagrams, vocabulary and a glossary.

Derwing, B.L. et al. Project on English for Students of Science and Technology in the Republic of China. Edmonton: Dept. of Linguistics, University of Alberta, 1977.

Duval, C. English for the Physicist. Paris: Presses Universitaire de France, 1968.

Reading passages are accompanied by vocabulary, mathematical symbols and lists of multilingual technical dictionaries for physics and chemistry.

Duval, C. English for the Scientist. Paris: Editions du Centre National de la Recherche Scientifique, 1968.

Texts for translation are accompanied by vocabularies, mathematical symbols and suggested practical exercises.

Ewer, J.R. and G. Latorre. A Course in Basic Scientific English. London: Longman Group Ltd., 1969.

Contains an essentially oral approach to grammatical structures, phrases and scientific vocabulary. Texts deal with topics in medicine, engineering and other scientific subjects. These are followed by exercises on comprehension, word study and criticism.

Ewer, Jack R. Scientific English Units. English Department, University of Chile, circa 1965.

A mimeographed course used at the University of Chile and at the Regional Colleges.

Flood, W.E. The Problem of Vocabulary in the Popularization of Science. Edinburgh: Oliver & Boyd, 1957. (University of Birmingham Institute of Education, Education Monographs:2)

Fundamental Math Workbooks. Washington, D.C.: Institute of Modern Languages.

The primary purpose of the course is to teach basic mathematics. The secondary purpose is to reinforce English vocabulary and structure.

Gethin, R.H. and Ronald Mackin. English Studies Series 6: Zoology and Botany. London: Oxford University Press, 1969.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Gopnik, M. Linguistic Structures in Scientific Texts. The Hague and Paris: Mouton, 1972.

Gould, Judith. English for Science Students: A Functional Approach. Ottawa: University of Ottawa.

Graves, G. Foundation: English for Science Students. Madras: Oxford University Press, 1975.

This course is to accompany basic science courses in tertiary education in developing countries.

Hawkins, W.F. and Ronald Mackin. English Studies Series 3: Physics, Mathematics, Biology and Applied Science. London: Oxford University Press, 1966.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. Readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Hawkins, W.F. English Studies Series 36: Collocational and Pronouncing Vocabulary and Key. London: Oxford University Press, 1966.

This book accompanies the preceeding entry: Hawkins and Mackin. English Studies Series 3.

Hawkins, W.F., P. Mackin and G.V. Taylor. English Studies Series 7: Chemistry. London: Oxford University Press, 1973.

Unsimplified reading passages related to the subject of Chemistry are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Huddleston, R.D. et al. Sentence and Clause in Scientific English. London: Communication Research Centre, Department of General Linguistics, University College, University of London, 1968.

Huddleston, R.D. The Sentence in Written English: A Syntactic Study Based on an Analysis of Scientific English Texts. Cambridge: Cambridge University Press, 1971.

Lackstrom, John E., Larry Selinker, and Louis P. Trimble. Scientific and Technical English: Theoretical and Applied Aspects. Seattle: University of Washington, College of Engineering, N/D.

Lewis, J.L., ed. Teaching School Physics. Harmondsworth, Middlesex: Penguin (and UNESCO), 1972.

MacKinnon, M. Course Outline and Requirements for English 109: Expository Writing for Science Students. Guelph, Ontario: Dept. of English, University of Guelph, 1977.

Macking, W. and G. Penwitt. Science in the Modern World. Berlin: Diesterweg, 1972.

Reading passages are aimed at German students with some background in science, who wish to study in English. Extracts from original works in English are followed by a glossary.

Matthai, H.R., (editor). Scientific Readings in English. Berlin: Diesterweg, 1973.

Reading passages are accompanied by notes on language and content, exercises, a glossary, and a key to the exercises.

Middleton, A.M. et al. Technical-Scientific Readings. Helsinki: Werner Soderstrom, 1967.

Readings on various technical and scientific topics presented in a variety of styles (formal, informal, advertising, etc.) Lexical footnotes and a glossary are provided.

Morgan, D.Y. English for Scientific and Technical Purposes. British Council Staff Conference paper, 1960.

O'Donnell, W.R. An Investigation into the Role of Language in Physics Examination. London: Oliver and Boyd (for Moray House College of Education), 1968.

Ongley, P.A. Chemistry (Technical English Supplementary Readers). London: Longmans, 1975.

Parry, J. Outlook: Science at Work. Harmondsworth, Middlesex, England: Penguin, 1970.

Readings on current and future technological situations are illustrated by photographs and diagrams. Questions are raised in the text and as captions on photographs.

Peter, M. Scientific English. Stuttgart: Heuber, 1972.

This text, aimed at German high-school and technical students includes reading passages; comprehension, grammar and vocabulary exercises along with a translation from German into English. Illustrations, word lists and technical tables are also included.

Royds-Irmak. Beginning Scientific English, I and II. London: Thomas Nelson, 1976.

This two volume course is intended to help bridge the gap between the E.S.L. course and the science textbook. Elementary science readings are followed by exercises on those vocabulary and language items which take prominent place in technical writing. Texts in everyday language and structure are reworded in scientific terms and structures.

Savory, T.H. The Language of Science. 2nd edition (revised). Deutsch, 1967.

Selinker, L. et al. Working Papers for English in Science and Technology. Seattle: Office of Engineering Research, College of Engineering, University of Washington, 1972.

Selinker, L. and L. Trimble, with T. Huckin, J. Lackstrom and R. Vroman. Perspectives in Scientific and Technical English. Seattle: Office of Engineering Research, University of Washington, circa 1974.

Sing, Rajendra. "Review" of R.D. Huddleston. The Sentence in Written English: A Syntactical Study based on an Analysis of Scientific Texts. Cambridge University Press, 1971. in Foundations of Language, International Journal of Language and Philosophy 9, 1973, pp. 406-409. (See entry under Huddleston above).

*Smithies, Michael. Advanced Comprehension Texts for Science Students. London: Collier MacMillan, 1972.

E.S.L. readings and comprehension exercises for advanced science students.

Special Conference on the Use of English in Science and Technical Education: With Some Notice of the Place of Urdu and Bengali. Pakistan: Ministry of Education, 1972.

Swales, John. Writing Scientific English. London: Thomas Nelson, 1971.

Elementary and intermediate level writing exercises which isolate the main grammatical difficulties. This course is designed for advanced high-school students of physical sciences and engineering whose knowledge of English is limited to what they have learned in a general school course.

Thornley, G. Easier Scientific English Practice. London: Longman Group, 1972.

Thornley, G. Elementary Scientific English Practice. London: Longman Group, 1967, 1975.

Thornley, G. Further Scientific English Practice. London: Longmans, 1972.

This book contains thirty reading passages taken from scientific and technical publications. The texts are followed by a glossary, notes and exercises.

*Thornley, G.C. Scientific English Practice. London: Longmans, 1965, 1972.

Factual scientific readings in English accompanied by exercises in comprehension, composition and grammar.

Thornley, G.C. and M. Castoldi. Scientific English Practice: per le scuole medie superiori. Milan: Edizioni Scholastiche and Longmans, 1970.

This edition expands the original Scientific English Practice by Thornley to include further texts, a list of the international list of symbols for phonetic transcription and notes on words and patterns.

Tisher, R.P. A Study of Verbal Interaction in Science Classes and its Association with Pupils' Understanding in Science. St. Lucia: University of Queensland Press, 1970.

Scientific and Technical Translating. UNESCO, 1957.

Woodford, F.P. Scientifi· Wri·ing for Graduate Students: A Manual on the Teac..ng of Scientific Writing. New York: MacMillan, 1968.

Rhetorical principles, editing assignments, informa· retrieval and design of tables figures make up ·he bulk of the advice which is largely centred o· ·i· articles for learned journals.

4. Technology

4.1 General

Basic Electricity. Washington, D.C.: Institute of Modern Languages, 1975.

This book is intended for practising electricians who wish to improve their ability to read, write and speak English.

British Broadcasting Corporation. The Scientist Speaks: The English of Science and Technology. London: B.B.C. Publications, 1967.

The texts are designed to accompany films of various science topics. The written material does not repeat the dialogue of the films. The first part concentrates upon vocabulary and phraseology while the second part deals with grammatical features of scientific English. There are exercises in both parts and a key to these.

Calasso, M.G. and M.L. Mirak. A Reader in Electrotechnics and Electronics. Florence: Le Monnier, 1969.

Reading passages give factual, biographical and social information on electricity, its discovery and uses. These are followed by vocabulary notes and comprehension questions. Sample business letters are also provided.

Calasso, M.G. and M.L. Mirak. A Workbook in Technical English: Mechanics. Florence: Le Monnier, 1969.

Reading passages on metallurgy, mechanics, machine tools, cars, aircraft and ships are followed by technical terminology items contained in vocabulary notes and presented through diagrams. Grammar and comprehension exercises are also provided. Sample business letters are accompanied by comprehension questions and opportunity both for translation and for unguided letter-writing.

Calasso, M.G. and M.L. Mirak. A Workbook in Technical English: Metallurgy. Florence: Le Monnier, 1971.

Simple passages describe the raw material and process of metallurgy. Technical vocabulary is presented in an appendix of labelled diagrams. Another appendix gives a sample of one American and one British commercial letter, briefly explaining style and lay-out and providing three exercises for each sample.

Castiglione, A.S. and A. Bartiromo. Brave New World. Naples: Loffredo, 1969. (2nd edition)

Reading topics such as Engineering, Telecommunications, Electronics and Chemistry are accompanied by lexical annotations and followed by a glossary and a biographical survey of men of science. Intended originally for Italian technical students with a strong grasp of the essentials of English grammar.

Castiglione, A.S. and A. Bartiromo. The Computer Age. Naples: Loffredo, 1972.

Advanced readings dealing with the history, applications and anatomy of the computer are accompanied by lexical annotations. These are followed by compositon topics, translation exercises and a glossary.

Cisorio, A.R. and P.L. Olivia. Life and Work. Turin: Petrini, 1971.

Passages on technological topics are accompanied by lexical footnotes and content questions. There are a small selection of Italian texts for translation. There is an index.

Constabile, N. Technical Readings: Electricity. Rome: Signorelli, 1970.

Reading passages of varying difficulty are followed by dialogue and comprehension exercises. An appendix of initials and abbreviations is provided.

Constabile, N. Technical Readings: Mechanics. Rome: Signorelli, 1970.

Reading passages of varying difficulty are followed by dialogue and comprehension exercises. Advanced texts cover machinery, aircraft, metallurgy, thermodynamics, plastics, chronometry, optics, photography, and building. An appendix of abbreviations is provided.

Crouse, W.H. Understanding Science: A Technical Reader. Stockholm: Laromedelsforlagen, 1970.

Readings in physics and technology include diagrams, vocabulary and a glossary.

Danila, V. Engleza Pentru Ingineri si Technicieni. Bucharest: Editura Technica, 1969.

Lessons and reading passages. Lessons begin with vocabulary lists, employ question and answer exercises, and incorporate visuals where appropriate. Grammar rules are expounded with exercises. Translations to and from English and Romanian are also included.

Derwing, B.L. et al. Project on English for Students of Science and Technology in the Republic of China. Edmonton: Dept. of Linguistics, University of Alberta, 1977.

Gerbert, M. Besonderheiten der Syntax in der Technischen Fachsprache des Englischen. Saale: Niemeyer, Halle, 1970.

Hall, Eugene J. The Language of the Petroleum Industry in English. New York: Regents Publishing Co., 1976.

English for Careers Series. Readings are accompanied by a glossary, exercises, and tests.

Hawkins, W.F. and Ronald Mackin. English Studies Series 3: Physics, Mathematics, Biology and Applied Science. London: Oxford University Press, 1966.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Hawkins, W.F. English Studies Series 36: Collocational and Pronouncing Vocabulary and Key. London: Oxford University Press, c.1966.

This book accompanies the preceeding entry:
Hawkins & Mackin. English Studies Series 3.

Heden, S. and V. Jenkins-Heden. Techno-Texts: General. Stockholm: Laromedelsforlagen Akademiforlaget, 1969.

Passages from technical magazines and newspapers are presented with contextualizing photographs and phonetic and semantic glosses in the margin. Comprehension exercises, summary exercises and composition exercises are included. Tape also included.

Heden, S. and V. Jenkins-Heden. Techno-Texts: Building. Stockholm: Laromedelsforlagen Akademiforlaget, 1972.

Introductory readings on building and architecture are accompanied by phonetic and semantic glosses. Comprehension exercises and guided composition and discussion follow each reading. Tape included.

Heden, S. and V. Jenkins-Heden. Techno-Texts: Electrical. Stockholm: Laromedelsforlagen Akademiforlaget, 1972.

Technical reading passages taken from non-specialist publications are accompanied by phonetic and semantic glosses. There are also composition exercises, a vocabulary list and a register of technical magazines. Tape included.

Herbert, A. The Structure of Technical English. London: Longman Group, 1975.

Advanced level technical texts are aimed at foreign engineering students. Readings are accompanied by word study and patterns. There is a vocabulary index and a key to the exercises.

Heuskin, E. et al. Introduction a l'Anglais Technique. Paris: Dunod, 1972.

Brief reading passages are accompanied by lexical footnotes and followed by examination of problems in grammar and pronunciation. Dictation and translation exercises, lists of irregular verbs and vocabulary lists are also included.

Holmberg, Nyqvist and Hermansson. Informative Reading 2. Stockholm: Laromedelsforlagen Sprakforlaget,

Advanced readings on technology and economics. Texts are presented with visuals, wordlists, phonetic transcriptions and glosses in English and Swedish. There are also a variety of exercises on content, projects for work groups and composition exercises.

Humby, Edward and Philip Robinson. Special English: Computers. London: Collier MacMillan, 1971.

Topics include Hardware, Data, Computer Languages and Systems Analysis. The book is designed to improve the student's knowledge of English within the framework of technical vocabulary. The book is not intended to teach the subject itself, although the technical content is accurate; nor is it intended to teach the introductory stages of English. Intermediate readings are followed by comprehension questions and exercises. Tapes are available.

Introduction to Technical Readings prepared by the teachers of the English Language Training Unit. Borden: C.F.B. Borden, undated.

These technical readings focussing on various aspects of military training and service are accompanied by exercises and glossaries of technical terms.

Keegel, John C. The Language of Computer Programming in English. New York: Regents Publishing Co., 1976.

English for Careers Series. Readings are accompanied by a glossary, exercises, and tests.

Lackstrom, John E., Larry Selinker, and Louis P. Trimble. Scientific and Technical English: Theoretical and Applied Aspects. Seattle: University of Washington, College of Engineering, (no date).

Method, K. and D. Waters. Understanding Technical English. London: Longmans, 1973.

Selected readings on manual arts, trades and techniques; includes comprehension exercises.

Morgan, D.Y. English for Scientific and Technical Purposes. British Council Staff Conference paper, 1960.

*National Council of Teachers of English. English for Today, Book 4: Our Changing Technology. New York: McGraw-Hill, 1975.

Illustrated readings on various aspects of modern technology are accompanied by exercises in grammar, comprehension, and composition. Includes appendices on vocabulary acquisition, English prefixes and suffixes and Greek and Latin prefixes, suffixes and bases.

Pasch, P. and F. Kistler, eds. Modern Technology. (Lese- und Arbeitsbuch fur Fontgeschrittene). Stuttgart: Klett, 1972.

Reading passages intended for German students in secondary and technical schools. The main topics are computers and telecommunications; traffic on sea and land; aeronautics and space; new processes; and sources of energy. Each passage is followed by a glossary, exercises in comprehension and suggestions for discussion. There are technical appendices.

Pavelich, Joan L. Organizing Special Classes for Foreign Students in the Technical Writing Course. (Paper read at the Conference on College Composition and Communication) Philadelphia, March 1976.

Pronina, R.F. and L.N. Sorokina. Uchebnik Angliyskogo Yazyka dlya Zaochnykh Tekhnicheskikh Vuzor. Moscow: Vysshaya Shkola, 1968.

Lessons include reading passages and drills, oral drills, word-building exercises, syntax and translation and revision work. The book includes a reference grammar, tables for verb-forms and pronunciation.

* Robinson, Philip. Special English: Computer Programming. London: Collier MacMillan, 1972.

See discussion of: Humby, Edward and Philip Robinson. Special English: Computers.

Rossner, R. and J. Taylor. Technical English Reader; 1. New York: MacMillan, 1973.

Elementary English reading passages on scientific topics are accompanied by multiple choice comprehension questions, questions for oral discussion, grammar and vocabulary exercises, diagrams, drawings and photographs.

Saunders, P.A. Introductory English: A Course for Technical Students Overseas. London: University of London Press, 1967.

Intended for non-native speakers preparing for technical examinations. The explanatory method covers such areas as pronunciation, grammar, punctuation and note taking. Models and exercises follow each explanatory section. The book includes an index, teacher's notes and a key to exercises.

Schindhelm, W. et al. Einfuhrung in das Technische Englische: Elektrotechnik. Berlin: VEB Verlag Technik, 1971.

Linguistically advanced reading passages on Basic Electricity, Electronics, Precision Mechanics and Power Engineering, are accompanied by lexical footnotes, comprehension questions, syntactic analysis, composition practice, and word study.

Tables explaining abbreviations, mathematical notations, form classes and suffixes are also included along with an extensive bibliography. English-German vocabulary list is provided in separate booklet.

Selinker, L. et al. Working Papers for English in Science and Technology. Seattle: Office of Engineering Research, College of Engineering, University of Washington, 1972.

Selinker, L. and L. Trimble, with T. Huckin, J. Lackstrom and R. Vroman. Perspectives in Scientific and Technical English. Seattle: Office of Engineering Research, University of Washington, circa 1974.

Smith, H. Spies at Work. Munich: Hueber, 1973.

Task-performance and problem-solving activities are centred on a 'whodunit'story of industrial espionage in a computer firm. Both technical and non-technical registers are encountered and students are encouraged to analyse the differences between these and to draw inferences about characteristics and attitudes of characters in the story. The students are motivated to solve the mystery before the culprit is revealed at the end of the story. The handbook contains a version of the story, teaching suggestions and a glossary. Realia and tapes included.

Special Conference on the Use of English in Science and Technical Education: With Some Notice of the Place of Urdu and Bengali. Pakistan: Ministry of Education, 1972.

Thornley, G.C. Words for Work: A Practical Reader. Florence: Valmartina (in association with Longman), 1971.

Reading passages on technical topics with technical terms in italics are accompanied by marginal glosses in Italian. There are questions on both technical and narrative content. An English-Italian glossary of principal terms is included.

Scientific and Technical Translating. UNESCO, 1957.

von Hofsten, E. and M. Pye. John Tours British Industries. Stockholm: Svenska Bokforlaget/Bonniers, 1970.

Intermediate to advanced readings compose a continuous narrative of a tour by technical students to various British industries. Readings are accompanied by page to page phonetic and semantic glosses. Comprehension questions on narrative and technical matters are also arranged on a page to page basis. Vocabulary items are indexed.

Wells, G.W. Electronics and Communications. London: Longman, 1970.

Expository reading passages on technical aspects of Electronics and Communications are followed by multiple-choice questions, discussion subjects and a glossary.

Zoomermeijer, M. and B. Baks. A Technical Reader. Oudeburg: Stam, 1969.

Reading passages are followed by word lists, and a supplement on structural words.

4. Technology

4.2 Agriculture

Bellini, M.L. and E. Franchini. English and American People and their Activities: Farming and Building. Bologna: Zanichelli, 1963.

Texts are accompanied by page by page footnotes and content questions after each section.

Berkoff, N.A. English Studies Series 10: Agriculture. London: Oxford University Press, 1971.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

*English Language Services. Special English Series: Agriculture. (Washington, D.C.) London: Collier MacMillan, 1966.

The primary purpose of this series is to teach English. It is not a substitute for technical instruction. Intermediate level dialogues and readings are followed by comprehension exercises. Tapes are available.

Mountford, A. English in Focus: English in Agriculture. London: Oxford University Press, .

Not yet published.

Santana, G.H. English at the Service of Agriculture. Havana: Pueblo y Educacion, 1970.

Two-year textbook-course for agricultural institutes in Cuba. Expository readings and grammar topics are analysed for structures and vocabulary. There are exercises for individual and group practice and a guide to evaluation.

Yaka, R. A Course in Agricultural English. Izmir: Ege University School of Foreign Languages, 1973.

4. Technology

4.3 Engineering

Adamson, Vera with M.J.B. Lowe. English Studies Series 9: General Engineering Texts. London: Oxford University Press, 1971.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions, and much of the vocabulary, along with comprehension exercises and tests.

Aigner, H. The World of Engineering. Part 2. Vienna, Stuttgart: Braumuller, 1970.

Reading passages are accompanied by exercises in idiom, grammar, pronunciation, spelling practice and comprehension. Translation and project work are also included. There is an index as well as a vocabulary list with phonetic transcriptions and German equivalents.

Brasnett, C. English for Engineers. London: Methuen, 1968.

Fairly elementary English reading passages on topics such as metals, petroleum, automobiles and welding. These are accompanied by explanation sections and exercises involving sentence completion and sentence composition. There is an index of technical terms.

Castiglione, A.S. and A. Bartiromo. Brave New World. Naples: Loffredo, 1969. (2nd edition)

Reading topics such as Engineering, Telecommunications, Electronics and Chemistry are accompanied by lexical annotations and followed by a glossary and a biographical survey of men of science. Intended originally for Italian technical students with a strong grasp of essentials of English grammar.

Cobb, D.J. et al. A Language Laboratory English Course for Graduate Engineering Students Learning English as a Foreign Language. Bankok: Asian Institute of Technology, English Language Centre, 1972-73.

Contents of the course are derived from actual lectures and theses in engineering. The course provides practice in English sounds, aural comprehe practice, vocabulary units, substitution drills and dialogues.

Englische Lehrtexte: Bauwezen. Leipzig: VEB Verlag Enzyklopadie, 1971.

Advanced level texts for civil engineers are accompanied by vocabulary lists, notes on grammar, and exercises on content, morphology, syntax and translation.

*English Language Services. Special English: Engineering. (2 books) Washington, D.C.: London: Collier MacMillan, 1966,72.

The primary purpose of this series is to teach English. It is not a substitute for technical instruction. Intermediate level dialogues and readings are followed by comprehension exercises. Tapes are available.

*Glendinning, Eric H. English in Focus: English in Mechnical Engineering. London: Oxford University Press, 1974.

Technical and Scientific readings, problems and exercises in E.S.L. for Mechnical Engineering.

Hawkey, M. English Practice for Engineers. London: Longman Group, 1970.

E.S.L. course for engineering students who are beginning their course of study. Concentrates on the reading and writing of scientific reports. This book includes reading texts, comprehension exercises and writing exercises.

McAllister J. and G. Madama. English for Electrical Engineers. London: Longmans, 1976.

This course is suitable for students of electronics and electrical engineering. It includes technical passages, notes on usage and vocabulary, explanations of particular language difficulties and self-correcting exercises.

Murphy. The Language of Agriculture in English. New York: Regents, 1977.

Report on the Technical English Course for the Engineering Faculty. Thailand: Chulalongkorn University, 1967.

Scharf, B. Engineering and its Language. London: Muller, 1971.

This linguistically advanced text is aimed at industrial translators and technical writers who require detailed knowledge of Engineering and its terminology. The reading text is followed by numerous revision questions and there is a detailed index.

Schindhelm, W. et al. Einfuhrung in das Technische Englische: Elektrotechnik. Berlin: VEB Verlag Technik, 1971.

Linguistically advanced reading passages on Basic Electricity, Electronics, Precision Mechanics and Power Engineering are accompanied by lexical footnotes, by comprehension questions, syntactic analysis, composition practice, and word study.

Tables explaining abbreviations, mathematical notations, form classes and suffixes are also included along with an extensive bibliography. English-German vocabulary list is provided in separate booklet.

Scott, J.S. Civil Engineering. London: Longmans, 1969.

Reading passages are accompanied by photographs and diagrams. Multiple-choice exercises, subjects for discussion and a glossary are also included.

Selinker, Harry and Louis Trimble. Technical Communications for Foreign Engineering Students. Seattle: University of Washington, College of Engineering, 1968.

Shalif, R. A Reader in Mechanical Engineering. London: Longmans, 1972.

Special readings in Mechanical Engineering followed by comprehension questions and a glossary. This text may be used in conjunction with an advanced course in technical English.

Wanke, J. and M Havelicek. English for Electrical Engineers. Wiesbaden: Brandstetter, 1971.

A guide to terminology rather than grammar. There are expository texts on engineering fundamentals, electrical power engineering, electronic engineering, control and computer engineering, communication engineering, and radio engineering. The texts are followed by bilingual vocabulary lists, German commentary on terms and concepts, and index and technical tables.

4. Technology

4.4 Transportation

Akiyama, Carol. The Language of Air Travel in English: In-flight Services. New York: Regents Publishing Co., 1976.

English for Careers Series. Readings are accompanied by a glossary, exercises, and tests.

Barry, W.S. The Language of Aviation. London: Chatto and Windus, 1969.

This manual of commercial aviation has descriptive chapters on background topics and is accompanied by illustrative recordings. There is a short glossary of technical terms with phonetic transcriptions.

Bell, C. Seafaring in English. Oslo: Gyldendal, 1963.

Narrative and conversational texts incorporate English seafaring expressions and instructions. A comprehensive glossary of terms includes phonetic transcriptions. Includes two LP records.

British Broadcasting Corporation. English for the Motorist. B.B.C. Publications, 1965.

The texts of recorded dialogues are contained in a booklet along with a glossary of British and American motoring terms.

Cecile, C. Passport to Technical English: 1: The Motor Car; Oil. Paris: Didier, 1970.

Advertising prose passages and visuals are followed by a section on intonation, content questions, an adapted reading passage and a section on idioms and grammar. There is an English-French glossary of terms.

Cecile, C. Passport to Technical English: 2: Aviation and Space. Paris: Didier, 1970.

Dialogues with visuals are followed by vocabulary and comprehension exercises and replacement drills. Reading passages are preceded by phonetic transcriptions of key items and followed by sections on idioms, grammar, and intonation.

Crosby, Alf and Tony Yeadon. Scientific English Readers: Modern Methods of Transport. London: Collier MacMillan, 1972.

Intermediate level dialogues and readings are followed by a glossary of technical terms, comprehension questions and exercises. A key to the exercises is included.

Dailey, J.T. and C. Newman. The Automobile. Alexandria, Va.: Allington Corporation, 1968.

Explains how different types of old automobiles operated. Junior high school level vocational material. Some exercises are provided but the text is primarily a reader with vocabulary lists.

*English Language Services. Special English Series: Aviation. (Washington, D.C.). London: Collier MacMillan, 1966.

See description of Special English Series under Series heading.

English Language Services. Special English Series: Aviation Mechanics. (Washington D.C.). London: Collier MacMillan, 1966.

See description of Special English Series under Series heading.

Hall, Eugene J. The Language of Air Travel in English: Ground Services. New York: Regents Publishing Co., 1976.

English for Careers Series. Readings are accompanied by a glossary, exercises, and tests.

Herrmann, T.M. Aeronautical English. Munich: Hueber, 1973.

Reading passages are accompanied by marginal annotations and illustrations. Texts are followed by translation exercises and replacement exercises. There is a glossary of key words.

Hirayama-Grant, G. and M. Sedgwick. English for Air Traffic Controllers: A Situational Language Course. (Project for AL 638 Syllabus Planning and Material Development) Montreal: Test Centre, Concordia University, 1977.

Jagfeldt, Gotobed, Pierce. Motoring. Stockholm: Esselte, 1975.

Jay, Stephen. Special English: The Jet Engine. London: Collier MacMillan, 1972.

See description of Special English under Series heading.

Luzzati, M. Nautics: An English Reader. Florence: Valmartina, 1970.

English texts are glossed in Italian and followed by exercises. Diagrams have bilingual labels.

Macklin, Bill and Trevor Nash. Special English: Air Travel. London: Collier MacMillan, 1972.

This book is designed to improve the student's knowledge of English within the framework of a technical vocabulary that is of interest to him either privately or professionally. The book is not intended to teach the subject itself, although the technical content is accurate; nor is it intended to teach the introductory stages of English.

Picchi, F. A Practical Guide for Mariners. Milan: Mursia, 1966.

Descriptive texts are preceded by word and phrase lists with Italian glosses and followed by conversation and discussion suggestions. There is a brief guide to composition, a dictionary of technical terms and a glossary of Italian nautical terms.

Sansom, Robert G. The Language of the Navy in English. New York: Regents, 1976.

English for Careers series. Readings are accompanied by a glossary, exercises and tests.

Strevens, Peter. Special English: Seafaring. London: Collier MacMillan, 1972.

See description of Special English under Series heading.

Transportation Long Ago. Alexandria, Va.: Allington Corporation, 1968.

Yeadon, A. The Motor Car 1: Running, Maintenance and Repairs. London: Collier MacMillan, 1970.

See description of Special English under Series heading.

Yeadon, Tony. The Motor Car Book 2: Major Repairs and Modern Motoring. London: Collier MacMillan, 1974.

See description of Special English Series under Series heading.

Yeadon, Tony. Scientific English Readers: Space Travel. London: Collier MacMillan, 1976.

Intermediate level dialogues and readings are followed by a glossary of technical terms, comprehension questions and exercises. A key to the exercises is included.

5. Vocational

Baschiera, K. The Teaching of Modern Languages in Secondary Vocational and Commercial Schools. London: George G. Harrap & Co., 1970. (for Council of Europe: CCC).

Basic Electricity: S.R. Vocational English Series. Silver Springs, Md.: Institute of Modern English, 1975.

Based on situational reinforcement. Teaches electricity while developing student's English language skills. Includes listening passages, structural exercises, word study and a glossary of technical terms.

Carlin, Jerome, Henry I. Christ, and Glenn Holder. English on the Job. New York: Globe Book Co., 1962.

Situational readings and orientation material. Includes questions for discussion.

Dailey, J.T. and C. Newman. Tools and Basic Machines. Alexandria, Va.: Allington Corporation, 1968.

Ernolu, C. In Workshop and Labratory. Stockholm: Laromedelsforlagen Sprakforlaget, 1971.

Readings on scientific and technical topics are illustrated by diagrams and photographs and accompanied by paraphrases, exercises, contextualized questions, a glossary and an alphabetized word list.

Jupp, T.C. and Sue Hodlin. Industrial English for Immigrants. London: Heineman, 1975.

This course is designed for intensive in-company training of immigrant employees.

Mountford, Alan. English in Focus: English in Workshop Practice. London: Oxford University Press, 1975.

Readings, problems and exercises in E.S.L. for workshop practice.

Paniak, Wendy. An Assessment of a Special English Language Training Course for Immigrant Workmen. Toronto: Research Branch, Ontario. Department of Labour, 1969.

Report on a pilot E.S.L. project sponsored by the Citizenship Branch, Department of the Provincial Secretary and Citizenship (now called the Ministry of Culture and Recreation), the International Institute of Metropolitan Toronto, the Canada Department ot Manpower and Immigration and the Ontario Department of Labour.

*Rusthoi, Daniel. Prevocational English. Silver Spring, Md.: Institute of Modern Languages, 1970-74.

This situational English program designed to prepare the student for jobs which require a basic knowledge of English. It includes a teacher's guide and two workbooks.

Schindhelm, W. Et al. Einfuhrung in das Technische Englische: Elektrotechnik. Berlin: VEB Verlag Technik, 1971.

Linguistically advanced reading passages on Basic Electricity, Electronics, Precision Mechanics and Power Engineering are accompanied by lexical footnotes, comprehension questions, syntactic analysis, composition practice, and word study. Tables explaining abbreviations, mathemetical notations, form classes and suffixes are also included along with an extensive bibliography. English-German vocabulary list is provided in separate booklet.

Sticht, Thomas G., ed. Reading for Working: A Functional Literacy Anthology. Alexandria, Virginia: Human Resources Research Organization, 1975.

Report on research into literacy as a job-functional process.

6. Miscellaneous Topics

Allen, J.P.B. and H.G. Widdowson. English in Focus: English in Social Studies. London: Oxford University Press, .

Not yet published.

Barron, Colin and Ian Stewart. Geology (Nucleus series). London: Longman, in press.

Designed for students with a restricted or inappropriate knowledge of English who require the language skills to understand specialized texts. All the materials are based on a set of concepts and associated language items essential to the description of form, process and measurement.

Biddulph, G.M.R. English Studies Series 11: Geography. London: Oxford University Press, 1971.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Bodman, Jean W. No Hot Water Tonight. New York: Collier MacMillan, 1975.

This reader contains passages related to various aspects of city life faced by the newcomer such as finding housing, dealing with landlords, buying necessities, going to hospital, etc.

Butovsky, L. and J. McHugh. Frases En Ingles Para Defenderse. Toronto: Ministry of Culture and Recreation, Government of Ontario, 1977.

A comprehensive English-Spanish survival phrasebook designed for Spanish speakers. There is a complete index in Spanish.

Clarke, M.J. English Studies Series 1: History, Sociology, Politics, Economics and Law. London: Oxford University Press, 1964.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Clarke, M.J. English Studies Series 2: Anthropology Psychology, Education, Language and Philosophy. London: Oxford University Press, 1966.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Derwing, B.L. and Noel W. Schutz, Jr. The Diagnosis and Assessment of E.S.T. Needs in the Republic of China. Edmonton: Department of Linguistics University of Alberta, 1977.

Evans, H. Newsmen's English. London: Heineman, 1972.

Fischer, R. and M. Larsson. English and American Newspaper Texts. Lund: Studentlitteratur, 1972.

Newspaper and magazine articles.

Graver, B.D. and K.J.T. Hoile. English Studies Series 5: Military Texts. London: Oxford University Press, 1967.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Gustafsson, M. Some Syntactic Properties of English Law Language. University of Turku, 1975.

Hall, Eugene. The Language of the Merchant Marine in English. New York: Regents, 1977.

Horlock, E.D. English as a Second Language Program 1976-77. (Instructor's Report on an ongoing E.S.L. program in the Department of English). Halifax, Nova Scotia: Dalhousie University, 1977.

Klein, Dorothy. A Syllabus for EAP (English for Academic Purposes). (Project for AL638 Syllabus Planning and Materials Development). Montreal: Concordia University, 1977.

Laird, E. English in Focus: English in Education. London: Oxford University Press, .

Not yet published.

Leech, G.N. English in Advertising: A Linguistic Study of Advertising in Great Britain. London: Longman, 1966.

*Lewis, Marilyn. Community English. Aukland, New Zealand: Pacific Islanders' Educational Resource Centre, 1976.

English Language exercises are geared to language needs for life skills.

Long, Michael. Student Needs Identification Project Survey Number 1. Montreal: Concordia University, January 1977.

MacKay, Ronald, comp. Review and Analysis of Thirteen E.S.P. Textbooks. Student Assignments for AC 651. Montreal: Concordia University, 1977.

Mackin, Ronald and W.F. Hawkins. English Studies Series 4: Liberal Studies. London: Oxford University Press, 1967.

Unsimplified reading passages related to the subject of study are taken from established textbooks and journals. The readings are accompanied by notes dealing with the main grammatical constructions and much of the vocabulary, along with comprehension exercises and tests.

Mason, Ian and Raynald Papillon. Etude de l'Utilization de L'Anglais Par les Diplomes du Secteur Professionnel du Reseau Collegial Francophone dans les Communications au Travail. 65 Rue St. Hubert, Jonquiere, Quebec: College de Jonquiere, March 1977.

Mohan, B.A. Towards a Situational Curriculum. (Paper delivered at TESOL Conference, Miami, 1977).

Mohan, B.A. Discourse, Content and Languages for Specialized Purposes. (Paper delivered at AILA, Stuttgart, 1975).

Molyneux, Michael. Special English: Legal Problems. London: Collier MacMillan, 1972.

See description of Special English under Series heading.

Rafroidi, P. L'Anglais et les Sciences Humaines. Paris: Editions de l'Office Centrale de Librarie, 1971.

Advanced passages on humanities and social sciences are accompanied by comprehension questions, references to grammar material and translation practice.

Sansom, Robert G. The Language of the Navy in English. New York: Regents, 1976.

English for Careers series. Readings are accompanied by a glossary, exercises and tests.

Strevens, Peter. Special English: Seafaring. London: Collier MacMillan, 1972.

See description of Special English under Series heading.

Swinburne. The Language of Publishing in English. New York: Regents, 1977.

Turner, The Language of the Army in English. New York: Regents, 1977.

B. Periodical Articles and Essays in Collections

1. Science and Technology

Adegun, J.O. et al. "Report on a Language Experiment with Primary Science Texts". Journal of the Nigerian English Studies Association 2 (Nov. 1967), 69-72.

Baly, T.J.C. "Report on an English Language Matriculation Course for Post-Matriculation Science Students". Lahore: Government College, 1968.

Barber, C.L. "Some Measurable Characteristics of Modern Scientific Prose". Contributions to English Syntax and Philology. Stockholm: Almquist and Wiksell, 1962, 21-43.

Barber, C.L. "The Vocabulary and Verb Forms of Modern Scientific English: A Preliminary Investigation". Venture (Karachi) 2.1 (1961) 5-19; summarized in English Teaching Abstracts 55.

Barés, K. "Semantic Features of Quantitative Prefixes in Technical English". Philologia Pragensia (Prague) 12.3 (1969), 152-8; summarized in Language-Teaching Abstracts 70-20 /Vol.3 No.2, (April 1970), 77-78/.

Barrett, W. "English for a Scientific Age". Ghana Teachers' Journal. 40 (1963) 22-4; summarized in English Teaching Abstracts 505.

Bartolić Ljerka. "Technical English: A Method of Teaching the Cause-Effect Relation as Applied to a Diagram". English Language Teaching 29.2 (Jan. 1975), 156-163.

The teaching of E.S.L. for the use of charts and diagrams in university level technical courses.

Bates, M. and A. Dudley-Evans "Notes on the Introductory English Courses for Students of Science and Technology at the University of Tabriz, Iran". E.L.T. Documents 4 (1974), 12-18.

Blackie, David J.J.S. "Service English for Students of Science and Technology". English Teaching Forum 14.2 (April 1976), 23-25.

Suggests an approach to E.S.L. which focusses upon the language requirements of the individual learner. ie. Language for specific situations, rather than full communicative competence.

Bourzeng, E. "Pour un Enseignment d'Anglais de Specialite aux Techniciens et aux Techniciens Superieure". Langues Modernes 69.2-3 (1975), 151-60.

For the teaching of Special English to technicians.

Boys, Odette. "Resource Catalogue for Technical English". English Teaching Forum 9.4 (Sept.-Oct. 1973), 29-30.

Brookes, B.C. "English for Scientists and Engineers". The Teaching of English: Studies in Communication: 3. (Secker and Warburg, 1959)

Bruton, J.G. "The Simplification of Technical Literature". English Language Teaching 16.1 (1961), 25-8; summarized in English Teaching Abstracts 148.

Campbell, V. "The Communication Problems of Overseas Students in British Technical Education: A Pilot Report". Dagenham: North East London Polytechnic, 1974.

Case, S.M. "The Language Barrier in Science Teaching". Teacher Education in New Countries 9.1 (1968), 15-26.

Centre for Information on Language Teaching and Research. Science and Technology in a Second Language. CILT Reports and Papers 7 (1971).

includes the following articles:

Grauberg, W. "A Language Laboratory Course to Teach German to Chemists". pp. 73-7.

Hilton, M. "French for Science Students: Objectives and Teaching Strategies". pp.64-72.

Lott, B. "English in the Teaching of Science and Technology Throughout the World". pp. 12-18.

Centre for Information on Language Teaching and Research. (cont'd)

MacMillan, M. "Teaching English to Scientists of Other Languages: Sense or Sensibility?" pp. 19-30.

Strevens, P. "Alternatives to Daffodils; or Scientist Thou Never Wert". pp. 7-11.

Widdowson, H. "The Teaching of Rhetoric to Students of Science and Technology". pp. 31-40.

Wingard, P.G. "English for Scientists at the University of Zambia". pp. 53-63.

Winter, E.O. "Connection in Science Material". pp. 41-52.

Chamberlain, R.G.D. "Teaching Scientific English to Malay - medium Secondary-school Students". English Teacher (Selangor) 3.2 (1974), 4-8.

Cobb, D. "Aural Comprehension Materials for Tertiary Level Science/Technical Students". RELC Journal 5.1-2 (1972).

Cooper, M.D. "Language Roles in the Study of Science". ELT Documents 2 (1974), 2-10.

Danon-Boileau, L. "Characterisations de l'Anglais Scientifique Ecrit". Langues Modernes 69.2-3 (1975), 124-39.

"Characterization of Written Scientific English".

Dresdner, Mauricio Pilleux. "Teaching Scientific English". English Teaching Forum 13.3-4 (1975), 243-246.

Attempts to show why the teaching of scientific English at the university is important and to spell out an approach as to how this type of English can be effectively taught. (University of Chile)

Elliot, Colin R. "Must Scientific English be Dull?" English Language Teaching 31.1 (Oct. 1976), 29-34.

Ewer, J.R. "Note-taking Training for Non-English-Speaking Students of Science and Technology". RELC Journal 5.1 (1974), 41-9.

Ewer, R.J. and G. Hughes-Davies. "Further Notes on Developing an English Programme for Students of Science and Technology". English Language Teaching 26.1 (1971), 65-70; 26.3 (1972), 269-73.

Ewer, J.R. and J. Latorre. "Preparing an English Course for Students of Science". English Language Teaching 21.3 (May 1967), 221-29.

E.S.L. course at University of Chile.

Farrokhpey, M. "Scientific English for Iranian Students". in TEFL (Beirut) 3.3 (1969), 1-3; summarized in Language-Teaching Abstracts 70-357.

Flood, W.E. and M. West. "A Limited Vocabulary for Scientific and Technical Ideas: 1". English Language Teaching 4.4 (1950), 104-8.

Flood, W.E. and M. West. "A Limited Vocabulary for Scientific and Technical Ideas: 2". English Language Teaching 4.5 (1950), 128-37.

Garwood, C.H. "The Teaching of English to the Non-English-Speaking Technical Student. 1: The Context of Situation". English Language Teaching 24.2 (Jan. 1970), 107-113.

Discusses the organization of an English syllabus to give direct help to the non-English-speaking technical student.

Garwood, C.H. "The Teaching of English to the Non-English-Speaking Technical Student. 2: Relating the Structures to the Context of Situation". English Language Teaching 24.3 (May 1970), 244-251.

See previous entry.

Gerbert, M. "Uber die Effektivitat Bestimmter Grammatischer Mittel in Technischen Englische". Fremdsprachenunterricht (Berlin) 12.11 (1969), 494-8.

Gove, P.B. "The International Scientific Vocabulary in Webster's Third". Journal of English Linguistics 2 (1968), 1-11.

Grauberg, W.

See Centre for Information on Language Teaching and Research.

Harmand, Arlette and Jean-Marie Harmand. "L'Anglais Scientifique: Un Faux Probleme". Langues Modernes 69.2-3 (1975), 149-54.

"Scientific English: A false problem".

Higgins, J.J. "Hard Facts: Notes on Teaching English to Science Student". English Language Teaching 21.1 (1966), 55-60; summarized in English Teaching Abstracts 1169.

Hilton, M.

See Centre for Information on Language Teaching and Research.

Hoffman, L. Ein Weg zum Grundwortschatz von Fachtexten-Fachsprachliche Haufigkeitsworterbucher". Fremdsprachen 18.2 (1974), 81-6.

"Frequency Dictionaries of Languages for Special Purposes: Towards a Basic Vocabulary of Scientific Texts".

Huckin, Thomas, Larry Selinker, and Louis Trimble. An Annotated Bibliography of Research in Scientific and Technical English. Seattle: University of Washington, College of Engineering, (no date).

Innocent, G. "L'Anglais dans une Universite Scientifique". Langues Modernes 69.2-3 (1975), 161-65.

"English in a scientific university".

Kirkman, A.J. "Standards of English in Science and Technology". Nature 196 (1962), 807.

Kobersky, E. "Science and Literature in English Night Classes". Contact 16 (1971), 34-6.

Kocourek, R. "A Semantic Study of Terminology and its Applications in Teaching Technical Language". The Prague School of Linguistics and Language Teaching. Ed. Fried. London: Oxford University Press, 1972. Pp. 182-95.

Lackstrom, John E., Larry Selinker, and Louis P. Trimble. "Grammar and Technical English". English as a Second Language: Current Issues, ed. R. Lugton, CCD, Radnor, Pa.: Chilton Press, 1970. Pp. 101-133 (Reprinted in English Teaching Forum 10.5 (Sept.-Oct. 1972), 3-14).

Lackstrom, John E., and Louis Trimble. "Report on Continuation of Special Sections of Technical Writing for Foreign Engineering Students: HSS-265 (Techniques in Communication) and HSS270 Technical Report Writing), Autumn 1968 and Winter 1969". Seattle: University of Washington, College of Englineering, 1969.

(A report on two courses in E.S.L. for Science and Technology given at the University of Washington, 1968-1969).

Lackstrom, John E. "Technical Rhetorical Principles and Grammatical Choice". Copenhagen: Third International Congress of Applied Linguistics (Conference), August 1972. (Reprinted in English for Special Purposes 11.3 (June-August 1973), 1-7.

Lee, B.R.L. "English in the World of Technology". The Use of English 22.3 (1971), 248-54.

Lott, B.

See Centre for Information on Language Teaching and Research.

Low, C. "Teaching English to the Science Sixth". The English Bulletin 5.4 (1968), 12-17.

Lutoslawska, Janina. "Reading Technical English". English for Special Purposes 13.3-4 (1975), 247-249.

(College of Agriculture, Krakow)

MacMillan, M.

See Centre for Information on Language Teaching and Research.

Maddox, J. "A Working Knowledge of English: Science". English by Radio and Television (April 9-22, 1967), 3-4.

Michea, Rene. "Traduction Scientifique et Organisation du Vocabulaire". Langues Modernes 53.6 (Dec. 1959), 486-95.

Moody, K.W. "Written English from Science Experiments". Journal of the Nigeria English Studies Association 2.1, 1-5.

Mountford, A. and R. MacKay. "Programme in English for the Post-graduate Students in the Faculties of Science, Applied Sciences and Agriculture in the University of Newcastle upon Tyne". Modern Language Teaching to Adults: Language for Special Purposes. Paris: Didier, 1973.

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Newland, M. "Preparing an Experimental Course for English Technical Language-learning in the Laboratory". Rossegna Italiana di Linguistica Applicata 5.2 (1973), 239-43.

Pittman, G. "Trade and Technical English". English Language Teaching 11.2 (1957), 39-46.

Robinet, Martine. "L'Anglais dans les Sections Techniques des Lycees". Les Langues Modernes 68.1 (1974) 25-35.

"English in the technical sections of (French) high-schools".

Rumszewicz, W. "On Contemporary Dramatic and Scientific English". Glottodidactica (Ooznan) 2 (1967), 71-83; summarized in Language-Teaching Abstracts 68-324.

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Sastri, M.I. "Prepositions in Chemical Abstracts: A Semantic Study". Linguistics 38 (1968), 48-51; summarized in Language Teaching Abstracts 69-202.

Selinker, L. et al. "Presuppositions and Technical Rhetoric". E.L.T. Journal 29.1 (Oct. 1974), 59-65.

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Sing, Rajendra. "Review" of R.D. Huddleston. The Sentence in Written English: A Syntactical Study based on an Analysis of Scientific Texts. Cambridge University Press, 1971. in Foundations of Language, International Journal of Language and Philosophy 9 (1973), 406-409.

Smith, B.D. "Scientific and Technical English". English Language Centre Report on a Seminar of Reading. Bankok: 1970, 229-39.

Sopher, E. "An Introductory Approach to the Teaching of Scientific English to Foreign Students". English Language-Teaching Journal 28 (1974), 353-9.

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Contains vocabulary of Physics (including listed suffixes) for each of the three languages: Russian, English, and French.

Legal Terminology: English-German: Systematic and Alphabetical Vocabulary with Translation Exercises. Munich: Hueber, 1971.

Legal vocabulary and phraseology is arranged according to specific fields including civil law, law of obligations, constitutional law and international public law. This book includes translation exercises and a complete bilingual index.

Parkinson, J.E. A Manual of English for the Overseas Doctor. London: Livingstone, 1969.

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*English Language Services. Special English Series: Agriculture. (Washington, D.C.) London: Collier MacMillan, 1966.

*_____. Special English Series: Aviation. (Washington, D.C.) London: Collier MacMillan, 1966.

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Macklin, Bill and Trevor Nash. Special English: Air Travel. London: Collier MacMillan, 1972.

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*Molyneux, Michael. Special English: Legal Problems. London: Collier MacMillan, 1972.

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*Robinson, Philip. Special English: Computer Programming. London: Collier MacMillan, 1972.

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*Scott, Roger and Tony Adams. Special English: Accounting. London: Collier MacMillan, 1977.

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*Worsdall, Vivien. Special English Series: Hotel Personnel (2 books). London: Collier MacMillan, 1971, 1972.

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Yeadon, A. The Motor Car 1: Running, Maintenance and Repairs. London: Collier MacMillan, 1970.

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Longmans

Nucleus: English for Science and Technology Series. These books are designed to develop reading and listening comprehension in English for Science students.

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Bowyer, Timothy and David Hall. Mathematics. London: Longmans,

Bowyer, Timothy and David Hall. Physics. London: Longmans,

Dudley-Evans, Tony, John Wall and Tim Smart. Engineering. London: Longmans,

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*Maclean, Joan. English in Focus: English in Basic Medical Science. London: Oxford University Press, 1975.

Mountford, A. English in Focus: English in Agriculture. London: Oxford University Press,

*Mountford, Alan. English in Focus: English in Workshop Practice. London: Oxford University Press, 1975.

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Berkoff, N.A. English Studies Series 10: Agriculture. London: Oxford University Press, 1971.

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Clarke, M.J. English Studies Series 1: History, Sociology, Politics, Economics and Law. London: Oxford University Press, 1964.

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Gethin, R.H. and Ronald Mackin. English Studies Series 6: Zoology and Botany. London: Oxford University Press, 1969.

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Hawkins, W.F. and Ronald Mackin. English Studies Series 3: Physics, Mathematics, Biology and Applied Science. London: Oxford University Press, 1966.

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This book accompanies the preceeding entry: Hawkins & Mackin. English Studies Series 3.

Hawkins, W.F., R. Mackin, and G.V. Taylor. English Studies Series 7: Chemistry. London: Oxford University Press, 1973.

*Mackin, Ronald and W.F. Hawkins. English Studies Series 4: Liberal Studies. London: Oxford University Press, 1967.

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Readings are accompanied by a glossary, exercises and tests.

Akiyama, Carol. The Language of Air Travel in English: In-flight Services. New York: Regents Publishing Co., 1976.

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